

## GUIDELINES FOR PROCESSING CJA 21 VOUCHERS

**\*\*\*DOCUMENTATION TO SUPPORT ANY REQUEST FOR EXPERT SERVICES  
SHOULD BE MADE IN THE FORM OF AN AFFIDAVIT NOT A MOTION\*\*\***

### **Vouchers that DO NOT exceed \$300.00 compensation (excluding expenses)**

1. The attorney will request a CJA 21 voucher from the CJA Processing Clerk.
2. The CJA Processing Clerk will forward a CJA 21 voucher to the requesting attorney (with items 1-11 completed by the CJA Clerk.)
3. Prior authorization is not necessary. The voucher will be held by the attorney until the expert has performed his/her services at which time sections 12-14 and 16-18 will be completed and the voucher forwarded to the clerk's office.
4. Intake will log the voucher, stamp the back of the voucher as being received and will forward the voucher to the CJA Processing Clerk.
5. The CJA processing clerk will verify that the voucher is complete and will enter the tracking information into the CJA system. The voucher will be forwarded to the appropriate judge for final approval and signature.
6. The approved voucher is returned from chambers to the CJA processing clerk for final input and processing in the CJA automated system. A copy of the approved voucher will be mailed to the requesting attorney.

### **Vouchers that exceed the \$300.00 compensation maximum but DO NOT exceed the maximum limit of \$1000.00**

1. The attorney will request a CJA 21 voucher from the CJA Processing Clerk.
2. If the voucher will not exceed the maximum limit, (compensation may not exceed \$1,000.00 excluding reasonable expenses) the processing clerk will forward a CJA 21 voucher to the requesting attorney (with items 1-11 completed by the CJA Clerk.)
3. If compensation exceeds \$300.00 then prior authorization must be made. Sections 12-14 will be completed by the attorney and the voucher will be forwarded to the clerk's office.
4. The voucher will be logged by Intake and stamped "received" on the back of the voucher. It will then be forwarded to the appropriate judge for signature/approval at section 15 of the voucher.
5. The approved voucher will be returned from chambers to the CJA Processing Clerk. A remark will be docketed in ICMS to note the voucher is being returned to the requesting attorney. The voucher will then be mailed back to the attorney to hold until the services have been performed.
6. The attorney will forward the voucher to the expert who will complete sections 16-17 of the voucher. The voucher should then be returned by the expert to the attorney.
7. The attorney will sign and date section 18 of the CJA 21 voucher and forward the voucher to the clerk's office for final approval.
8. Intake will log the voucher, stamp the back of the voucher as being received and will forward the voucher to the CJA Processing Clerk.

9. The CJA processing clerk will verify that the voucher is complete and will enter the tracking information into the CJA system. The voucher will be forwarded to the appropriate judge for final approval and signature.
10. The approved voucher is returned from chambers to the CJA processing clerk for final input and processing in the CJA automated system. A copy of the approved voucher will be mailed to the requesting attorney.

**Vouchers that DO exceed the maximum limit of \$1000.00**

1. The attorney will request a CJA 21 voucher form the CJA Processing Clerk.
2. If the voucher exceeds the maximum limit,(compensation in excess of \$1,000.00 excluding reasonable expenses must have prior approval from the Sixth Circuit) an “Appendix C” form will be attached to the voucher (with sections 1-11 of the voucher completed by the CJA Clerk) and forwarded to the requesting attorney.
3. Sections 12-14 of the voucher must be completed by the attorney as well as completing the first page of the “Appendix C.” The CJA 21 voucher with the completed “Appendix C” will be returned to the Clerk’s office.
4. The CJA 21 voucher and “Appendix C” will be logged by Intake and stamped “received” on the back of the voucher. It will then be forwarded to the CJA Processing Clerk to verify that all information has been completed and is correct.
5. The voucher will then be forwarded to the appropriate district judge to sign section 15 of the voucher and sign the “Appendix C”.
6. The district judge will forward the voucher and “Appendix C” to the Sixth Circuit for advanced approval to exceed the statutory limit.
7. When the voucher is returned from the Sixth Circuit, the signed voucher along with the approved “Appendix C” will be forwarded to the CJA Processing Clerk. A remark will be made in the computer that the voucher is being returned to the requesting attorney and the voucher will be mailed back to the attorney along with “Appendix C”.
8. The CJA 21 voucher and “Appendix C” will be held by the attorney until the expert has performed his/her services.
9. The attorney will forward the voucher to the expert who will complete sections 16-17 of the voucher. The voucher should then be returned by the expert to the attorney.
10. The attorney will sign and date section 18 of the CJA 21 voucher and forward the voucher and appendix to the clerk’s office for final approval.
11. Intake will log the voucher, stamp the back of the voucher and appendix as being received and will forward the voucher to the CJA Processing Clerk.
12. The CJA Processing Clerk will verify the voucher is complete and enter the tracking information into the CJA system. The voucher and appendix will then be forwarded to the district judge to complete and sign sections 19-27. The voucher will then be forwarded by chambers to the Sixth Circuit for final approval at box 28.
13. The Sixth Circuit will return the approved voucher and appendix to chambers who will forward the voucher to the CJA Processing Clerk for final processing.
14. The approved voucher is returned from chambers to the CJA processing clerk for final input and processing in the CJA automated system. A copy of the approved voucher will be mailed to the requesting attorney.